

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Public Safety

Position to be Filled: Officer I (4)

Required Qualifications/Essential Duties:

- Must have High School Diploma or GED (General Education Degree) plus one to three months related experience in high volume public contact;
- Must possess CA Security Guard Card- **REQUIRED**
- Must maintain CA Security Guard Card certification throughout employment- **REQUIRED**
- Valid California Driver License- **REQUIRED**
- Must be insurable by companies' insurance carrier and maintain throughout employment- **REQUIRED**
- Patrol assigned area on foot or motorized conveyance, respond promptly to call for assistance;
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises;
- Determine priority response and relay compliant and emergency-request information to appropriate agencies;
- Provide directions and information;
- Monitor, investigate and generate reports of suspicious persons and situations, safety hazards, and unusual or illegal activity of assigned area;
- Issue citations to violators of tribal ordinances
- Assist in crowd control and monitor all bus stop areas;
- Inspect establishment doors, windows, and gates to ensure compliance with rules and regulations;
- Promote good community relations by participating in awareness and prevention events;
- Other duties as assigned and/or deemed appropriate;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Department of Public Safety.

Reports To: Officer III

Starting Rate of Pay: DOE –Range 18 (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: May 13, 2016

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.